

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ELEMENTARY COUNSELOR (GRADES K-8)**

**I. PROFESSIONAL REQUIREMENTS:**

An elementary counselor's professional certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

**A.** Recommendation for certification from the designated official of a college or university approved to train elementary school counselors by the Missouri Department of Elementary and Secondary Education; and

**B.** The applicant must possess either:

**1.** Completion of a master's degree with a major emphasis in guidance and counseling from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education based upon the completion of a planned program of at least twenty-four (24) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester hours focused upon guidance in the elementary schools:

**a.** Complete one (1) course in each of the following areas:

- 1)** \*Orientation to the Personal and Professional Development in Counseling;
- 2)** \*Foundation of Elementary and Secondary School Guidance;
- 3)** \*Theories and Techniques of Elementary and Secondary School Counseling;
- 4)** \*Analysis of the Elementary School Child and School Learning Problems;
- 5)** \*Theories and Techniques of Group Counseling; or
- 6)** \*Practicum in Counseling;

**b.** Supervised Practice in an Elementary School Guidance Program for at least three (3) semester hours; and

**c.** Knowledge and/or competency in each of the following areas:

- 1)** Theories of human development;
- 2)** Theories of learning;
- 3)** Theories of personality;
- 4)** Theories of career development;
- 5)** Assessment materials and techniques;
- 6)** Administration and interpretation of individual intelligence tests;
- 7)** Analysis of school adjustment and classroom climate;
- 8)** Utilization of information services and community resources;
- 9)** Research methods and statistics;
- 10)** Consulting with parents and staff;
- 11)** Development of positive mental health in the school environment;
- 12)** Process of staffing with other professionals to develop instruction strategies;
- 13)** Program development including needs assessment, implementation, evaluation;
- 14)** Time management with attention to priority setting for goals and objectives; or
- 15)** Professional organization and ethical standards;

**OR**

**2.** A master's degree or higher degree in school counseling or counseling or counseling psychology; and additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting; and

*\*Must be a separate graduate course of at least three (3) semester hours.*

**C.** The applicant must either:

1. Possess a bachelor's degree in education from a state-approved teacher preparation program;

**OR**

2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of a state-approved program; and

**D.** Must achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education, not to include the principles of learning and teaching.

## **II. RENEWAL OF CERTIFICATE:**

The elementary counselor's certificate may be renewed every five (5) years by persons meeting the following requirements:

- A.** Written request for renewal of the certificate of license to teach;
- B.** Verification of two (2) years experience as a school counselor, in a school setting;
- C.** Documentation of attendance at three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for elementary counselors; and
- D.** Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for elementary counselors.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.